DOCUMENT RESUME

ED 148 334 IR 005 435

TITLE Standardization Activities of Concern to Libraries and National Bibliographies: An Outline of Current Practices, Projects and Publications.
INSTITUTION International Federation of Library Associations, London (England). Committee on Cataloguing.
PUB DATE 76
NOTE 46p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Bibliographies; *Cataloging; *Classification; Foreign Countries; International Organizations; Library Automation; Library Cooperation; *Library Surveys; *National Libraries; *Standards
IDENTIFIERS National Bibliographies; UNIMARC

ABSTRACT

Presented is the compilation of a survey of national bibliographic standardization activities undertaken by the International Federation of Library Associations' Universal Bibliographic Control Office (IFLA UBC). The purpose of the survey was to ascertain and identify the present bibliographic practices in national bibliographies; describe current standardization projects; suggest areas where standards are required; identify problems with the international MARC network which is developing among national libraries with mechanized systems; and investigate the bibliographic standards available for use in mechanized systems. The first part of the survey lists and comments on publications and documents available, describes projects under way, and suggests priority projects which should be undertaken in the following areas: (1) content of each national bibliographic record; (2) coverage of material included in national bibliographies; (3) form of each national bibliographic record; (4) publications of the printed national bibliographies; (5) legal deposit; and (6) cataloging in publication (CIP). The second part provides full bibliographic information for sources used in the preparation of the outline and references with notes on availability and, if possible, price. (Author/JPF)

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INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS

Standardization activities of concern to libraries and national bibliographies:

an outline of current practices, projects and publications

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Dorthey Anderson

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Compiled by
IFLA International Office for UBC

LONDON
IFLA COMMITTEE ON CATALOGUING
1976

LR 0003 433

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ISBN 0-903043-09-2

Recommended catalogue entry:

International Federation of Library Associations
International Office for UBC
Standardization activities of concern to libraries and national bibliographies: an outline of current practices, projects and publications / compiled by IFLA International Office for UBC. – London : IFLA Committee on Cataloguing, 1976. – xii, 36p. ; 30 cm

ISBN 0-903043-09-2 Paperback : £5.00

Published by:
IFLA Committee on Cataloguing,
c/o The British Library, Reference Division,
Great Russell Street, London WC1B 3DG,
United Kingdom

Price: £5.00 or $12.00

Printed by:
The Palantype Organisation Ltd.,
4 North Mews, London WC1N 2JP

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INTRODUCTION

Origins and purpose

The compilation of this survey of standardization activities of concern to libraries and national bibliographies was undertaken by the IFLA UBC Office originally in response to the request of the Planning Committee of the proposed Unesco/IFLA International Congress on National Bibliographies planned for late 1977.

This International Congress has its origins in the suggestion for such a conference put forward by the IFLA UBC Steering and Advisory Committees at their first meeting in September 1974. As a consequence of the Unesco Inter-governmental Conference of September 1974 and the acceptance of UBC as one of the Objectives of NATIS, a preliminary meeting of experts was held at Unesco in May 1975, and it was agreed that a large scale conference be organized by Unesco, in close association with IFLA, which, in bringing together representatives of all national bibliographies, would have as its objectives

> " (a) reaching agreement on the minimum standards and acceptable practices for the coverage, content and form of national bibliographic records, taking into account the requirements for their international exchange;
>
> (b) reaching agreement also on acceptable guidelines for the presentation, arrangement and frequency of the printed national bibliography;
>
> (c) discussing and making proposals for the sharing of resources to assist countries to realize national bibliographic control. "
>
> (Unesco COM-75/CONF.602/5 – p.3)

It is, therefore, the purpose of the International Congress to identify the similarities that exist among national bibliographies whatever their size or method of production, and to suggest standards for those elements which are common to all national bibliographies and to make recommendations which have validity for all.

The Congress Planning Committee as a basis for its later deliberations decided that it was essential to know of present bibliographic practices in national bibliographies, of projects in standardization under way, and of areas where standards were required. The IFLA UBC Office agreed to prepare a survey of existing activities in standardization which would serve as a working document for the Planning Committee.

The first draft then prepared was examined by the Planning Committee at its second meeting in Oslo, August 1975, and it was suggested that the survey contained information that would be of value to all Congress participants and that a revised and expanded version of the survey be prepared in a style and form suitable for distribution as a background document.

An additional purpose for the survey also became apparent at the meeting of representatives of national libraries held in Paris, 27–28 October, 1975, when it was decided to undertake a study of the problems of the international MARC network which is developing among national libraries with mechanized systems. There was a need for an investigation of the bibliographic standards available for use in mechanized systems, and it was agreed that the survey would serve as a contribution to that part of the MARC network study. For this purpose the revised version, prepared in November 1975, was examined by the IFLA Working Group on Content Designators, which has undertaken responsibility for drafting the international communications format UNIMARC (see para 3.1), in order to comment on the particular applicability of the documents listed here to mechanized systems.

The survey was also despatched to a number of other colleagues in a search for accuracy and new information.

The document in its revised version had now considerably expanded from its first purpose and the information it included had widened in scope and content. It was apparent from the comments received that it did in fact contain in a summary form a compendium of information not readily available: and that as in all such cases one of its most valuable attributes was that the information was up-to-date. It was upon these grounds that the IFLA UBC Steering Committee decided that the survey should be made available to the widest possible circle of librarians and that in the interest of currency publication should be undertaken without delay.

It is recognized that the survey will be out of date as soon as it is published: happily work on projects will be continuing long after June 1976 when the present text was sent to the printer, and in fact by the time of the International Congress on National Bibliographies there may be the fortunate necessity to produce a summary of "Projects completed".

It can, however, be stated that the information contained is as current as could be ascertained. This has involved the inclusion of information available at the IFLA UBC Office with the amendments and suggestions offered by various colleagues. We are particularly pleased to have received and incorporated comments and information from:

Johanna Eggert, ISO/TC46 Secretariat, Berlin

Gerhard Pomassl, Chairman, IFLA Committee on Bibliography, Leipzig

Chairman and members of the IFLA Working Group on Content Designators

Chairman and members of the USSR Committee on Cataloguing

Joint Standing Committee on Bibliographical and Library Co-operation, Library Associations of Malaysia and Singapore

Arrangement and scope

The survey is in two parts: the first part lists and comments on publications and documents available, describes projects under way, and suggests priority projects which should be undertaken. References to existing publications are given in brief. Studies and projects known to have been discontinued or abandoned are excluded.

The second part is a full bibliographical listing, following the same sequence of headings and numbering, of all documents noted in Part I, with notes on availability and, if possible, price. Also included are references to the source documents used in preparing the survey. In this way, it is hoped, two functions will be served: as a survey of what exists and as a check-list of what can be obtained. All references are sequentially numbered and these numbers are referred to in the main text.

It is recognized with regard to national bibliographies that there are some aspects of their production in which standardization at the international level may not be possible, but where it may be feasible to draw up guidelines for acceptable practices. Some of these are noted briefly, with suggestions for possible action.

The information contained in this survey anticipates and may complement work to be undertaken by the International Information Centre on Standards in Information and Documentation (ISODOC), established in the framework of the UNISIST programme of Unesco and located at the Deutsches Institut für Normung, Berlin, Federal Republic of Germany. The Centre is currently (July 1976) considering the compilation of a *Bibliography of international and national standards and normative publications in the field of information and documentation.*

London
July 1976

Dorothy Anderson

Director, IFLA International Office for UBC

LIST OF ACRONYMS

AACR	Anglo-American Cataloguing Rules
AECT	Association for Educational Communications and Technology
AGRIS	International Information System for the Agricultural Sciences and Technology
ALA	American Library Association
ANB	Australian National Bibliography
ANSI	American National Standards Institute
BBK	Library Bibliographical Classification, USSR
BSI	British Standards Institution
CALCO	Co-operative Cataloguing, Brazil format
CAML	Canadian Association of Music Libraries
CARICOM	Caribbean Community
CIP	Cataloguing in publication
CLA	Canadian Library Association
DDC	Dewey Decimal Classification
DEVSIS	International Information System for the Development Sciences
DIS	Draft International Standard
ECE	United Nations Economic Commission for Europe
EMAC	Educational Media Association of Canada
FAO	Food and Agriculture Organization
FID	International Federation for Documentation
IAEA	International Atomic Energy Agency
ICCP	International Conference on Cataloguing Principles
ICSU AB	International Council of Scientific Unions, Abstracting Board
IFLA	International Federation of Library Associations
IMCE	International Meeting of Cataloguing Experts
INFOTERM	International Information Centre for Terminology
INIS	International Information System in Nuclear Science
ISBD	International Standard Bibliographic Description
ISBN	International Standard Book Number
ISDS	International Serials Data System
ISO	International Organization for Standardization
ISODOC	International Information Centre for Standards in Information and Documentation
ISRC	International Standard Recording Code
ISRN	International Standard Record Number
ISSN	International Standard Serial Number
ITU	International Telecommunication Union
JSCAACR	Joint Steering Committee for Revision of AACR

LA	Library Association (UK)
LC	Library of Congress
MAB	Maschinelles Austauschformat für Bibliotheken
MARC	Machine-Readable Cataloguing
MARCAL	Latin America Machine-Readable Cataloguing
NATIS	National Information Systems
NCET	National Council for Educational Technology
NTIS	National Technical Information Service
RAK	Regeln für die alphabetische Katalogisierung
STRN	Standard Technical Report Number
UBC	Universal Bibliographic Control
UDC	Universal Decimal Classification
UNCTAD	United Nations Conference on Trade and Development
UNIMARC	MARC International format
UNISIST	World Science Information System
UPU	Universal Postal Union

A basic assumption has been made in compiling this outline: that the full bibliographic record made by the national bibliographic agency in describing national publications in the national bibliography serves also as the catalogue entry for the national library collection. "The arrangement is a logical one, if it is accepted that the deposit of new publications in the national collection is the basis for the national bibliography. The functions of building up the national collection and providing material for the bibliography are seen to be one and the same: making the national bibliographic record becomes part of the operation of cataloguing the national library." (see Anderson, D., *Universal Bibliographic Control,* p.31) *1*

1 COVERAGE OF MATERIAL INCLUDED IN NATIONAL BIBLIOGRAPHIES

Every item received under legal deposit is not necessarily recorded in the national bibliography, and inclusion or exclusion may relate directly to the quantity of the national publishing output. Also legal deposit stipulations vary from country to country in the types of material which they regulate.

At present there are no standard criteria for determining the types of material to be included in national bibliographies.

Because of variations in the size of national imprints, in publishing practices and in cultural traditions, it is unlikely that one accepted international standard for the types of materials to be included can be established.

There is the expectation, however, that the planned 1977 Unesco/IFLA International Congress on National Bibliographies will make recommendations on legal deposit stipulations relating to coverage, such as:

recommendations on the type of materials to be included;

agreement on an established order of priorities of materials to be included;

recommendations that every issue of a national bibliography includes a statement of what is included and what is excluded.

The background studies for the 1977 Congress, undertaken with Unesco support, examine certain aspects of coverage in national bibliographies:

(a) *Study of national bibliographic recording,* by R.H.A. Cheffins (British Library Lending Division, Boston Spa, UK), an extension of Pomassl, *Comparative survey of existing national bibliographies.* *7*

(b) *Survey of existing legal deposit laws,* by Dr. G. Pomassl (Deutsche Bücherei, Leipzig)

(c) *A survey on the present state of the bibliographic recording in freely available printed form of government publications and those of intergovernmental organizations,* by Mme. F. Sinnassamy (Bibliothèque nationale, Paris)

A study group consisting of representatives from the national libraries of Poland, Bulgaria, German Democratic Republic, Czechoslovakia and the USSR, is also considering priorities for relevant types of documents to be registered by national bibliographies.

2 CONTENT OF EACH NATIONAL BIBLIOGRAPHIC RECORD

At present the comprehensive bibliographic record is made in accordance with detailed stipulations set out in cataloguing codes (see para 2.1). The subject approach to the contents of the record may be made either through classification schemes or by subject headings (see para 2.5).

Also included in the record may be various identifying coding devices (see para 2.7).

2.1 CATALOGUING CODES

The majority of cataloguing codes are national in origin and use, drawn up to meet the particular needs of languages or publishing traditions. There are also some multi-national codes. Other codes have been designed to suit the requirements of particular types of materials.

Most codes include rules which cover the various areas of the bibliographic record:

choice and form of heading;

bibliographic description.

Some codes include rules for other matters of concern to the cataloguer, such as:

filing rules;

transliteration schemes;

numerical sequences.

There is no international cataloguing code and it is unlikely that a project to draw up such a code will be considered in the immediate future. The information presented in this outline, however, does provide evidence that cataloguing codes are becoming more alike because they have an agreed basis of principles (see para 2.2) and are including in their codes rules taken from internationally-accepted documents (see para 2.4).

2.1.1 Multi-national codes

(a) ***Anglo-American cataloguing rules (AACR)*** *17-22, 28*

Both the North American and British texts of the 1967 edition of AACR have been adopted and adapted for use in many countries, in libraries and national bibliographies. A second edition, to be available in 1977, is now in preparation and it is the intention of the Joint Steering Committee for Revision of AACR (JSCAACR) to take the international use of AACR into consideration in the new edition. Among the other policy aims in its revision are: to produce one text; to 'take particular account of developments in the machine-processing of bibliographic records'; and to adhere 'to the principle of standardization in the bibliographic description of all categories of materials' (see JSCAACR policy statement in *International cataloguing* 4(4), 1975, p.2).

For a survey of its international use, see: Anderson, D. "The future of AACR in the light of UBC". *Library resources and technical services*, 20(1), 1976, pp.3-15.

(b) ***Regeln für die alphabetische Katalogisierung (RAK)***, 1969-1975 *23*

A code compiled jointly by a committee including representatives of the four German-speaking countries, Austria, German Democratic Republic, Federal Republic of Germany, and Switzerland.

For information on its international use, see: Kaltwasser, F.G. "The new German rules for alphabetical cataloguing (RAK) and their position in the international framework". *IFLA journal*, 1(4), 1975, pp. 276–284.

(c) ***Uniform rules for the entry of printed matter in library catalogues*** *24*

A series of publications, covering all kinds of library material, prepared by the USSR Cataloguing Committee over the period 1949-1958 and 1970 onwards, and in use in libraries throughout the USSR, Mongolia and Vietnam.

The rules for description in the USSR are currently being reviewed in the light of ISBD recommendations. ISBDs are used fully for the preparation of non-mechanized bibliographic records (see para 2.4).

For information and list of titles of parts in translation, see: Khrenkova, A.A. "Fifty years of the USSR Cataloguing Committee". *International cataloguing*, 1(4), 1972, pp. 6–8.

2.1.2 National codes

For a list of national cataloguing codes and national bibliographies in which these codes are utilized, see: Verona, *Corporate headings*, pp. ix-xiv. *33*

Since the International Conference on Cataloguing Principles (ICCP), Paris, 1961 (see para 2.2), more than twenty national codes have been revised or re-drafted. Some of the national codes are also based on the multi-national codes noted above; for example, the Scandinavian codes are based on AACR, the Swiss code on RAK. *31, 32*

2.1.3 Codes for special types of material

Some special library associations have been concerned with drawing up codes taking into account their specialist needs and the particular attributes of the specialist material. In other cases separate sections or chapters of a general code may be devoted to different types of material. In the USSR, for example, the compilation of rules for all forms of materials and for use in all types of libraries is being undertaken by the Cataloguing Committee of the Lenin State Library.

For a select list of specialist codes prepared in different countries and by different organizations for various types of non-book materials, see: Ravilious, *A survey of existing systems and current proposals*, pp. 1-3. *9*

Examples of such codes which have some international applications are set out in Part II, references *25 – 30*.

2.2 CHOICE OF HEADING

Basic document already agreed internationally:

Statement of Principles, adopted by the International Conference on Cataloguing Principles, Paris, October 1961 *31, 32*

The Paris Statement is the basis of uniform cataloguing practices relating to the choice and form of heading and entry word, and it has been adopted in more than twenty cataloguing codes (see para 2.1).

The Statement of Principles was re-examined at the International Meeting of Cataloguing Experts (IMCE), Copenhagen, August 1969, and although the participants were not empowered to change the text, supplementary recommendations relating to its interpretation were made: see "IMCE Report". *Libri*, 20 (1), 1970, pp. 105–132.

For detailed analysis of the Statement of Principles and examination of its application in various cataloguing codes, see: Verona, *Annotated Statement of Principles.* *32*

The text of the Paris Statement has been translated into a number of languages and was published in many library journals. It can also be found in:

ICCP Report *31*

Verona, *Annotated Statement of Principles* *32*

Verona, *Corporate headings*, pp. 189–194 *33*

2.2.1 Corporate authorship

At present there is no international agreement on the concept of corporate authorship or on the choice and interpretation of corporate headings. Section 9 of the Paris Statement, which deals with corporate authorship, has proved unsatisfactory in providing solutions and has been interpreted in various ways.

For detailed analysis of corporate authorship and the varying interpretations of Section 9, and recommendations for possible international solutions, see Verona, *Corporate headings.* *33*

These recommendations are being considered by JSCAACR in revising the rules for corporate entry in AACR.

Project under way:

The establishment of an IFLA Working Group, which will include representatives from countries with differing views on corporate authorship, to consider Dr. Verona's recommendations and to suggest the next steps in international action.

2.3 FORM OF HEADING

At present, most cataloguing codes lay down rules for forms of heading and include detailed instructions for establishing correct entries for personal authors and corporate bodies for the names of non-national authors.

It has long been recognized, however, that patterns of name usage are best determined within the country of origin, and it was with this in mind that the ICCP recommended

"the publication with the minimum of delay of a statement of the practice approved in each country for the entry of personal names of its nationals." *(ICCP Report,* p.97) *31*

The present trend is to emphasize the importance of national experience and decisions in determining forms of headings for national authors; it is recommended, as part of the long term programme of UBC, that the national bibliographic agency in each country accepts the responsibility for establishing the authoritative form of its national authors' names, both personal and corporate, and authoritative lists of its country's authors, both personal and corporate. (See Anderson, *Universal Bibliographic Control,* p. 47) *1*

The resolutions of the ICCP also recommended the establishment of lists of uniform headings for certain restricted categories of works (see para 2.3.3).

2.3.1 Personal authors

As noted above. There is also the need for national authoritative rules for establishing the entry element of personal names or the definitive form of a name. In some countries national cataloguing committees have already undertaken this work; for example, the recent rules for Malay names prepared by a Committee of the Malaysian and Singapore Library Associations.

Priority project under way:

Preparation of a new edition of IFLA's *Names of persons.* The 1967 edition is out of date and the IFLA UBC Office is editing a revised and enlarged edition which will include entries for many more countries; the entry for each country is being prepared by an authoritative national cataloguing body. Publication date: end of 1976. *34*

2.3.2 Corporate authors

The form of heading for corporate bodies as authors, with recommendations for international agreement, is also dealt with in Verona, *Corporate headings* (see para 2.2.1). *33*

2.3.3. Lists of uniform headings

Publications resulting from international projects:

a) *International list of approved forms for catalogue entries for the names of states.* *35*

The provisional edition, which appeared in 1964, is out of print (see also 2.7.6.).

b) *International list of uniform headings for anonymous classics.* *36*

The provisional edition, which appeared in 1964, included literatures of European and Asian countries and is out of print.

Project under way:

A revised edition, limited to European literatures, is being undertaken at the IFLA UBC Office: Research Worker, Rosemary C. Hewett, University of Loughborough Library. Possible publication date: end of 1976.

c) *List of uniform headings for higher legislative and ministerial bodies in European countries.* *37*

The USSR Cataloguing Committee is preparing a similar publication for all the republics of the USSR. The special value of the *List* is as a model for other countries in compiling similar lists for their own government bodies.

Recommendation:

Consideration be given to ways of updating and widening the scope of the *List.* For similar recommendations for work in this field nationally, see para 2.3.

d) *List of uniform titles for liturgical works of the Latin rites of the Catholic Church.* *38*

Project under way:

Establishment of new IFLA Working Group, under the continuing chairmanship of Dr. Peter Baader, to prepare similar lists for Orthodox and Protestant churches.

2.4 BIBLIOGRAPHIC DESCRIPTION

Basic document agreed:

At a meeting in Paris, 16–17 October 1975, of representatives of IFLA Committees and Working Groups concerned with International Standard Bibliographic Descriptions (ISBDs), and the Joint Steering Committee for Revision of AACR, the framework of a *General International Standard Bibliographic Description (ISBD(G))* was agreed and a Working Group was set up to prepare an annotated version of the framework.

The Working Group met in London 9–11 March 1976 and approved the final form of ISBD(G) and defined its scope and purpose. It is intended as the harmonizing standard for all other ISBDs in IFLA's ISBD programme and for use in the compilation of cataloguing codes. A draft of the annotated ISBD(G) will be presented at an open session of the IFLA Committee on Cataloguing during the Lausanne IFLA General Council in August 1976.

Priority project for completion:

Publication of the annotated ISBD(G) taking into account comments received at the August open session. Possible publication date: end of 1976.

2.4.1 Monographs

Basic document already accepted internationally:

ISBD(M) – International standard bibliographic description for monographic publications *39*

ISBD(M) has already been adopted by some twenty national bibliographies and has been introduced into a number of cataloguing codes, including AACR, RAK, Scandinavian, Dutch and the USSR cataloguing rules; it appears as a French Standard (AFNOR 44–050), and is also under examination by countries using non-roman scripts for possible adoption, e.g. Arabic countries, Japan, Iran.

Priority projects under way:

Outline ISBD(M), an abridgement of ISBD(M), prepared by a Task Group of ISO/TC46 Working Group 6, has been circulated to national standards bodies for voting and approved as a draft ISO standard. Probable publication date: early 1977.

Examples of ISBD(M) usage, a collection of examples in twelve European languages, taken from translations of ISBD(M), has been prepared in the IFLA UBC Office: publication date, July 1976.

Also used in descriptions of monographs: ISO 832–1968: *Abbreviations of typical words in bibliographical references.* Recommendations to use this standard are set out in ISBD(M), but it has not been found completely satisfactory. For further use of ISO 832, see para 2.4.7. *40*

2.4.2 Serials

At present rules for serial description are set out in cataloguing codes (see para 2.1) and in the following documents which have international application:

a) *ISBD(S) – International standard bibliographic description for serials* *41*

The 1974 text of ISBD(S) has been translated into various languages and adopted in some national bibliographies. It was re-examined at the ISBD(S) Revision Meeting, Paris, 21–22 October 1975, and the IFLA Working Group was re-constituted in order to re-examine certain areas of ISBD(S) in relation to ISBD(G) (see para 2.4). The Working Group met in May 1976 and expects to complete its task by the end of 1976.

b) *Guidelines for ISDS* *42*

These *Guidelines* are used in national serial centres associated with the International Serials Data System International Centre in Paris. The *Guidelines* are to be revised in 1976, taking into account decisions made concerning ISBD(S).

2.4.3 Non-book materials

Priority project under way:

The preparation of an ISBD(NBM) by the IFLA Working Group on ISBD (Non-book materials). A draft ISBD(NBM) will be presented at an open session of the IFLA Committee on Cataloguing during the Lausanne IFLA General Council in August 1976. Possible completion date of the final text: early 1977.

2.4.4 Maps

Priority project under way:

The preparation of an ISBD(CM) by the IFLA Working Group on ISBD (Cartographic Materials). A draft ISBD(CM) will be presented at an open session of the IFLA Committee on Cataloguing during the IFLA Lausanne General Council in August 1976. Possible completion date of the final text: end of 1976.

2.4.5 Music

Project under way:

The preparation of an ISBD (Printed Music) by a joint IFLA/International Association of Music Libraries Working Group. Standard bibliographic descriptions (SBDs) for printed music are already in use in the *Bibliographie de la France*, and the *British catalogue of music*.

2.4.6 Patents

Project nearing completion:

ISO Draft International Standard ISO DIS 3388 *Patents: bibliographic references, essential and complementary elements.* This standard was prepared by ISO/TC46 and the International Bureau of World Intellectual Property Organization (WIPO) and satisfies the requirements of those using patent collections.
An International Patents Documentation Centre (INPADOC) is being established.

43

Possible project:

As ISO/DIS 3388 is not compatible with bibliographic descriptions for other materials recorded in national bibliographies and library catalogues, examination in this context is required.

2.4.7 Articles in periodicals

A number of national bibliographies include records for serial articles: hence the requirement for compatibility with the description of other materials.

Project under consideration:

The draft for the basis of a proposed ISBD for serial articles is being

prepared by a group of cataloguers of the Polish Library Association; this will then be examined by an IFLA Working Group, which will include among its members representatives of abstracting and indexing services. Projects already under way (e.g. in the USA) will be taken into account.

Other documents of relevance:

a) ISO 690–1975: *Bibliographic references* ***44***

ISO 690 is now being revised by ISO/TC46 WG 6 taking into account ISBD(M), the draft ANSI standards, and the UNISIST *Reference manual.*

b) ISO 4–1972: *International code for the abbreviation of titles of periodicals.* ***45***

c) ISO 833–1974: *International list of periodical title word abbreviations.* ***46***

d) ISO 832–1975: *Abbreviations of typical words in bibliographical references.* See para 2.4.1. ***40***

e) ISO R30–1956: *Bibliographic strip.* See (f) below. ***47***

f) *Guidelines for the coded bibliographic strip for serial publications.* ***48***

The bibliographic strip is designed to aid concise and unambiguous identification of serials and articles in serials. The *Guidelines*, a provisional text produced by UNISIST, ICSU AB, and ISDS, are to be revised in collaboration with ISO/TC46 WG 6 & 7, in order to prepare a new text which will take the place of ISO R30–1956 which has been withdrawn.

g) *International list of periodical title-word abbreviations.* ***49***

The ISDS International Centre in Paris has accepted responsibility for the assignment of title word abbreviations and has taken over the operations of the Clearinghouse for Periodical Title Word Abbreviations, formerly with the American National Standards Institute. Amendments to ISO 833–1974 ((c) above) will be published frequently by ISO/TC 46 in co-operation with ISDS.

2.5 ACCESS BY SUBJECT

The subject approach to the contents of bibliographic records of library collections and in national bibliographies can be made through the use of a sequence of classified entries which are based on a classification scheme or by subject headings. At present there is no one internationally-accepted classification scheme, but there are a number of schemes which are used internationally.

Many other classification schemes exist which have national circulation only or are limited in their application. Many special schemes for particular types of material also exist (for example, the International Patent Classification), but in the context of national bibliographies or library collections, such schemes can only be used in cases where the special materials are listed independently in separate sequences, or are housed separately with a separate catalogue. In the records in a national bibliography, although different classified sequences following different classification schemes cannot be mixed, yet it is possible to include the appropriate classification numbers taken from different schemes in one record, provided these are easily distinguished. Additionally, distinct call numbers (shelving numbers) may be derived from classification numbers.

For information on classification schemes at present in use in national bibliographies, see: Pomassl, *Synoptic table.* *8*

There are libraries which would prefer to use a widely-accepted classification scheme and subject indexing so as to facilitate the full use of as many records as possible from other countries. For example, see: *Klassifikationssystemer og klassifikationsdata i udlandet 1975* / Mogens Weitemeyer. – København : Det Kongelige Bibliotek, 1975. (English translation : *Classification systems and data.)*

2.5.1 Classification schemes in use internationally

a) ***Dewey Decimal Classification (DDC)*** *50, 51*

Numerical notation. New editions of DDC appear regularly and each includes revisions or updating of some particular subjects. Policy for revision rests with the Dewey Editorial Board. DDC, full text, has been translated into French, Spanish and Turkish. A seminar to mark its centenary and to consider its international use will be held at Banbury in the United Kingdom in September 1976. For the international use of DDC, see: Downing, J. "The Dewey Decimal Classification: the classification upon which the sun never sets". *Wilson library bulletin*, June 1976.

b) ***Universal Decimal Classification (UDC)*** *52, 53*

Numerical notation. Revisions of particular subjects are continuous, undertaken by special UDC subject committees under the general supervision of FID. Various parts have been translated into a number of languages. (See *FID news bulletin* for up to date information on editions and translations.)

c) ***Library Bibliographical Classification of the USSR (BBK)*** *54*

Alphanumerical notation. Issued in separate subject volumes, like the Library of Congress, and new editions are issued progressively.

d) ***Library of Congress Classification (LC)*** *55, 56*

Alphanumerical notation. The LC scheme, though designed for one library, is used widely in English-speaking countries, particularly in academic libraries. Revision is continuous within the Library of Congress, but slow.

2.5.2 Approaches through subject headings and thesauri: lists and systems in use internationally

a) ***Library of Congress List of Subject Headings*** *57, 58*

Revised within the Library of Congress. Widely used in English-speaking countries, and is a basis for adaptations and translations in other countries; for example, in Iran for creating Persian subject headings; in the Netherlands; and in the Vatican Rules.

b) ***Thesauri***

Many thesauri are being created for special subject fields (for example,

ISO has prepared a keyword list to be used in the compilation of a thesaurus on standards and standardization). Work is also proceeding within ISO and UNISIST on guidelines for the construction of mono- and multi-lingual thesauri. Guides for mono-lingual thesauri have been published by ISO in co-operation with Unesco, and the question of multi-lingual thesauri is being considered by ISO/TC 46 Working Group 5. *59*

c) ***PRECIS (Preserved Context Indexing System)*** *60*

This system, developed in the British Library, used in the British and Australian national bibliographies and included in the Canadian MARC format, is designed for machine manipulation, although it can also be used manually. It conforms to ISO standard 2788. The British Library has published guidelines for the translation and development of PRECIS in other languages, for example, in German and Danish.

2.5.3 Some indexing standards

a) ISO Standard ISO 999–1975: *Index of a publication.* *61*

b) American National Standards Institute, ANSI–Z39.4–1968: *Basic criteria for indexes.* *62*

c) British Standard BS3700–1964: *Preparation of indexes for books, periodicals and other publications.* *63*

Project under way:

Preparation of a new standard in 1976 by BSI with amendments to the rules for alphabetical arrangement in indexes to bring them into line with BS1749: *Alphabetical arrangement and filing order of numerals and symbols.* *64*

d) ***Project under way:***

Unesco indexing principles. A preliminary draft in English and French has appeared, SC/RP/601.056.

2.5.4 Organizations concerned with terminology

a) ISO/TC37 – Terminology (Principles and Co-ordination) is actively concerned with the standardization of methods of setting up and co-ordinating national and international standardized terminologies. Same address as (b) below.

b) INFOTERM – International Information Centre for Terminology, co-ordinates terminological work.

c/o Österreichisches Normungsinstitut, Leopoldsgasse 4, Postfach 180, A-1021 Wien 2, Austria.

c) ISO/TC46 Working Group 5 – Guidelines for the establishment of thesauri.

c/o Deutsches Institut für Normung, Burggrafenstrasse 4-7, 1 Berlin 30, Federal Republic of Germany.

d) ***Clearinghouse for non-English thesauri:***

Centralny Institut Informacji Techniczinej i Economieznej
(CIINTE),
Niepodlegosci 188, Warsaw, Poland.

e) ***Clearinghouse for English thesauri:***

Bibliographic Systems Center, School of Library Science,
Case Western Reserve University, Cleveland, Ohio 44106, USA.

2.6 ACCESS BY INTELLECTUAL LEVEL

Project under way:

A "target audience code" for identifying and designating the intellectual level of publications, which can be used in bibliographic records, has been developed under Unesco contract as an IFLA UBC Office project; Research Worker, Russell Sweeney, Department of Librarianship and Information Science, Leeds Polytechnic, UK. Further testing of the code among libraries and bibliographic organizations representing various library and cultural backgrounds is currently under way. If testing is successful, it is hoped to submit the code to ISO for consideration as an international standard.

2.7 STANDARD IDENTIFYING NUMBERS AND CODES

At present some unique identification numbering systems have been designed and are used in a variety of library and national bibliographic situations. Codes to distinguish other aspects of the bibliographic record (language, country of origin, etc.) are also available.

2.7.1 Monographs

International standard already accepted:

ISO 2108–1972: ISBN – International Standard Book Numbering *65*

The ISBN system is administered by some 23 national agencies throughout the world, 9 of which are located within national libraries. Extensions of the system to other countries is a continuing process: for example, the recent decisions (October 1975) that the ISBN agency for Spain will also act as the agent for Spanish-speaking countries in Latin America (Recommendations of the Seminario Latinamericano Sobre Control y Adquisicion de Material Bibliografico (SAMBLA), 1st, Bogota, October 13–17, 1975).

In most countries responsibility for allocation of numbers rests with publishers; in others (for example, Spain) allocation of ISBNs is linked with the registration of titles as part of the system of legal deposit.

Overall supervision of the ISBN system is carried out by the International ISBN Agency, Staatsbibliothek Preussischer Kulturbesitz, Postfach 1407, 1 Berlin 30, Federal Republic of Germany.

ISBNs, though designed as a publishers' aid, have been used increasingly in libraries for a variety of functions: for examples, see *International cataloguing*, 2(2), 1973, pp. 4–5.

Project completed:

A study of current applications of ISBN in libraries and the feasibility of its use as a bibliographic number has been undertaken by the IFLA UBC Office in collaboration with the International ISBN Agency. The survey was limited to national libraries which are also national ISBN agencies. A report on the results will appear in the first issue of the new *ISBN review* in 1976.

2.7.2 **Serials**

International standard already accepted:

ISO 3297–1975 : ISSN – International Standard Serial Numbering *66*

The ISSN system is administered at the national level by some 23 serial centres, nearly all of which are located in national libraries (see current list of names and addresses recorded in issues of *Bulletin de l'ISDS*). *67*

At the international level the national centres relate to the International Centre for the Registration of Serials, 20 rue de Bachaumont, Paris 75002, France.

For information on the purpose and objectives of the ISDS, see: *International cataloguing*, 2(2), 1975, pp. 6–7. See also para 2.4.7 for the use of ISSN in the Coded Bibliographic Strip. *48*

2.7.3 **Sound recordings**

International standard under consideration:

ISO DIS 3901–1974 : International Standard Recording Code (ISRC)

Project under way:

The recommendation for an International Standard Record Number (ISRN) is to be presented to ISO/TC46. The final proposal published in 1975 is for a 12 digit alphanumerical code using the 2-letter ISO Country Code.

Further details on the proposals for these two new schemes and their possible applications were presented at the International Symposium on the Cataloguing, Coding and Statistics of Audio-Visual Materials, Strasbourg, 7–9 January 1976, organized by ISO/TC46, and sponsored by IFLA and Unesco. See Chesnais, P. "Réflexions sur les possibilités de codification dans le domaine des documents sonores et/ou visuels". *International cataloguing, 5(2), 1976*, pp. 6–7.

2.7.4 **Non-book materials**

The possible extension of the ISBN system to non-book materials is under consideration by the International ISBN Agency. Publishers in a number of countries (for example, Germany, United States and United Kingdom) which are producing publications other than books, such as maps, music, learning 'kits', etc, are already using ISBNs to identify these as their publications.

Project under consideration:

The International ISBN Agency is considering a survey to analyse the feasibility of extending ISBNs to other non-book materials.

2.7.5 Technical (research) reports

Many of the reports on scientific and technical research projects appear as unpublished or duplicated documents, and, as such, are not recorded in some national bibliographies. But the use of such documents is extensive, particularly in the information community, and it is essential to establish some means for their bibliographic control.

The American National Standards Institute has prepared its standard ANSI Z39.23, *Standard Technical Report Numbering System (STRN)*, and the National Technical Information Service, 5285, Port Royal Road, Springfield, Virginia 22151, USA, acts as the clearinghouse for STRN report numbers. *68*

The ISO/TC46 Working Group 7 has produced its document N77 entitled *Presentation of scientific and technical reports*.

Possible project:

Investigation into the feasibility of an international standard numbering system for documents and report literature. The basic requirement is a definition and description of what is included in the term 'technical report'.

2.7.6 Code for the names of countries

International standard already accepted:

ISO 3166–1974 : Code for the representation of names of countries *69*

An international agency for the revision and updating of the two and three letter codes has been established within the secretariat of ISO/TC46, and includes on its panel representatives from 5 international organizations (UN Statistical Office, ECE/UNCTAD, ITU, UPU, IAEA) and representatives of five national standards institutes (French, British, German, American and Swedish), as well as the Secretariat of the Maintenance Agency.

There is the possibility of utilizing ISO 3166 in various international library projects. See below.

Project under consideration:

Preparation of an international location code for national libraries, large research libraries and national bibliographic agencies. At the moment there are established national lists of abbreviations for libraries which are used for national inter-lending, union catalogue and statistical purposes. The addition of the ISO country code to national abbreviations is a possible solution in preparing an international code for libraries and national bibliographic agencies. This would be of use additionally for the coding of agencies exchanging bibliographic records and for the locating of items, especially for older material in retrospective bibliographic recording. A proposal about this, circulated by the IFLA UBC Office to a number of national bibliographic agencies and national libraries, has received a favourable response.

2.7.7 Code for languages

For library acquisition and cataloguing purposes, it would be invaluable to include as an additional sort element a code for the language of the material being recorded. At present, the ISO recommendation which is available, ISO R639–1967, *Symbols for languages, countries and authorities,* is *not* compatible with ISO 3166 (see para 2.7.6). *70*

Priority project for consideration:

Revision of ISO R639 by ISO/TC37, Terminology, ensuring compatibility with ISO 3166.

2.8 TRANSLITERATION

At present there are available a limited number of international standards for the transliteration of non-roman scripts into the roman. Evidence suggests, however, that many libraries and bibliographic organizations prefer to use national transliteration standards or other schemes which are considered more acceptable. Where international schemes are applied, for example, in some of the international information systems, modifications to the ISO standards have been made to avoid the use of diacriticals or to enhance one-to-one equivalence with the original script. There is an urgent need for more information on transliteration schemes in use and also for the preparation of international standards, which would be applicable in mechanized systems, for many more scripts.

In the future, it is recommended, within the concept of UBC, that each national library or bibliographic agency accepts responsibility for approving transliteration schemes for national scripts into the roman alphabet, taking into account modern transliteration practices and the possibilities of international communication in machine-readable form. (see: Anderson, D., *Universal Bibliographic Control,* p.73) *1*

International schemes already prepared by ISO/TC46 SC2, Conversion of written languages:

a)	Slavic Cyrillic:	ISO DIS 9 – 1975 (provides a a one-to-one equivalence : new version to be prepared)	*71*
b)	Hebrew:	ISO DIS 259 – 1975	*72*
c)	Greek:	ISO DIS 843 – 1975 (final version to be prepared)	*73*
d)	Arabic:	ISO DIS 233 – 1975	*74*
e)	Japanese:	ISO DIS 3602 – 1975 (new version to be prepared)	*75*
f)	Non-Slavic languages using Cyrillic:	ISO DIS 2805 – 1974 (final version to be prepared)	*76*

Other schemes which have international application are:

a) Arabic: Lakhdar-Gazal, A. *Translittération latine des caractères arabes, valables pour toutes les machines à imprimer.* This is used by AGRIS, in preference to the ISO scheme which requires diacriticals. *77*

b) Chinese: A draft British Standard, which includes an outline of the two major existing systems, Wade-Giles and Pinyin, is under revision. *78*

c) Japanese: British standard BS4812 : 1972. The romanization of Japanese (based on the Hepburn system). *79*

Priority projects:

Continuation of work by ISO/TC46 SC2 in accordance with the principles agreed and the resolutions at the ISO/TC46 Plenary Meeting, Brussels, May 1976: see *News about TC46*, 1(2) 1976. *6*

Possible projects:

At the national level, investigation by national bibliographic agencies of transliteration schemes in use for various scripts in different libraries; at the international level, analysis of results of national surveys to identify reasons for non-applicability of international standards. A proposal about this circulated by the IFLA UBC Office to a number of national bibliographic agencies and national libraries, has received a favourable response.

3 FORM OF EACH NATIONAL BIBLIOGRAPHIC RECORD WHEN DISTRIBUTED

At present each national bibliographic record may be made available:

cumulated	–	in each issue of a published national bibliography (see para 4) *or*
	–	in machine readable form (see para 3.2)
singly	–	as a printed catalogue card (see para 3.1).

In future the international distribution of bibliographic records will increasingly be by the exchange of machine-readable tapes and possibly microforms of the original text. At the national level, whilst library catalogues exist in card form, national bibliographic agencies will continue to produce records as cards for local distribution, as a by-product of the mechanized system in many cases.

3.1 CATALOGUE CARDS

At present there are a number of national agencies which make their national bibliographic records available as printed catalogue cards. In some instances this is part of a national book processing and cataloguing service: for example, the four Scandinavian national library bureaux which supply bibliographic and cataloguing services, including cards. Some national bibliographies have experimented by incorporating, in their published form, entries which can be physically extracted to use as catalogue cards: for example, the Egyptian national bibliography which included three entries to a page, one side only, with perforations.

For a survey of organizations producing catalogue cards, see Giljarevskij, R.S., *International distribution of catalogue cards.* Paris : Unesco, 1969.

The accepted size of catalogue cards internationally-used appears to be 5" x 3" (127 mm x 76 mm), though no international standard for the size of a catalogue card has been identified.

There is no accepted international practice for the typography or layout of the printed catalogue card, but some national cataloguing codes (see para 2.2) prescribe

the layout and style of the catalogue entry in typed or manuscript form (see also para 4.1).

3.2 MACHINE-READABLE RECORDS

At present machine-readable processing formats are being developed as part of the mechanized systems of many national libraries and bibliographic agencies, as well as a large number of international, regional, and specialist library and information services.

Many of the national library processing formats, although designed to meet national requirements of languages or cataloguing traditions, have a common basis of international standards used in the structure of the format and in the representation of the data and of standard practices for the content of the records (see para 2).

International standard accepted for the record structure:

ISO 2709–1973: Documentation – formats for bibliographic information interchange on magnetic tape *80*

ISO 2709 is also used as the standard for the structure of various international information systems: for example, AGRIS, INSPEC, INIS.

Other international standards of relevance to processing formats are:

a) In preparation: ISO/TC46 SC4/WG1, Standardization of character sets for documentation and bibliographical use. Latin, Cyrillic and Greek now being circulated as Draft International Standards. *81 – 83*

b) ISO 2711–1973: *Information processing interchange – representation of ordinal dates* *84*

c) ISO 646–1973: *7 bit coded character set for information processing interchange* *85*

d) ISO 2022–1973: *Code extension techniques for use with the ISO 7 bit coded character set* *86*

e) ISO R1001–1969: *Magnetic tape labelling and file structure for information interchange* *87*

f) ISO 1028–1973: *Information processing – flowchart symbols* *88*

For notes of standards available and in use in some library and secondary services, see: Wainwright J. *Standards used in bibliographic tape services: a comparison.* London : Aslib, 1974.

As the number of national processing formats has grown, there has been an increasing demand to establish an international communications format which will make possible the exchange of tapes with the minimum of alterations. An intermediate step in the development of an international format has been the creation of groups of multi-national formats making use of the same standards and linked in some instances by the same language requirements:

a) MARC group: LC/MARC (Library of Congress) : UK/MARC (British Library) ; DN/MARC (Royal Library, Copenhagen) ; CAN/MARC (National Library of Canada) ; ANB/MARC (National Library of Australia). *89 – 94*

b) INTERMARC group: Originally this grouping was based on French-speaking countries (France, Switzerland, Belgium) and has been extended to include most western European countries. Only the INTERMARC format for monographs is as yet ready. *95*

c) CALCO: The Brazilian format developed for Portuguese is considered hospitable also for Spanish language material, and it is intended to extend its use from Brazil to other Latin American countries. *96*

d) The IBERMARC format developed in the Instituto Bibliográfico Hispánico in Madrid is compatible with MARC and may be used as the format for mechanization schemes in the Spanish-speaking countries of Latin-America. *97*

e) Japanese format, JAPAN/MARC, has been developed to accept *kana* and *kanji* scripts. *98*

f) MAB 1: German format has been developed specifically for RAK rules, using a German draft standard DIN 1506 which expands on ISO 2709. It has thus veered considerably from MARC. See *International cataloguing*, 3(2), 1974, pp. 4–5. *99*

g) The USSR State Public Scientific-Technical Library, Moscow, has published its *Pre-machine format for bibliographic records*, 1973.

Project nearing completion:

UNIMARC (formerly MIF, Marc International Format) : this international communications format has been prepared by the IFLA Working Group on Content Designators. It was discussed at an open meeting, Paris, October 1975, and a revised draft, incorporating comments received, was examined and agreed at a Working Group meeting, April 1976. UNIMARC assumes the utilization of:

ISO 2709 (see above) *100*

ISDB(M) (see para 2.4.1) *39*

ISBD(S) (see para 2.4.2) *41*

ISO 3166 (see para 2.7.6) *69*

It is also planned to take into account other international standards as approved. Possible publication date : end of 1976.

Also used in the preparation of machine readable records:

UNISIST Reference manual for machine-readable bibliographic descriptions *101*

This *Manual*, developed by a UNISIST/ICSU AB Working Group, was designed to suit the requirements of machine based information systems, and its functions are limited to defining the representation of data elements as they should appear in a machine record for exchange purposes. The *Manual* works as closely as

possible within the framework of existing ISO standards including ISO 2709, transliteration standards, etc. The *Manual* is used in the AGRIS system and is proposed with amendments for DEVSIS. It is now subject to updating and revision by the UNISIST International Centre for Bibliographic Descriptions, which is part of the Research and Development Department of the British Library, London, UK.

4 PUBLICATION OF THE PRINTED NATIONAL BIBLIOGRAPHY

At present there are no accepted practices in the presentation of the published national bibliography – whether printed by traditional methods or typed and duplicated – and, taking into consideration the wide variations in the size of national imprints and resources, it is impractical to envisage that one set of international standards would have equal validity in every library and bibliographic organization. There are, however, a number of international standards available which could be utilized in the publication of the national bibliography.

4.1 EDITORIAL PRESENTATION

At present there are no agreed standard practices for editing the national bibliography. It is likely that the 1977 International Congress on National Bibliographies will suggest standard practices for:

a) size : use of international standard size paper, A4 ;

b) layout of title-page ;

c) information to be included on verso of title-page ;

d) information to be included in foreword and preliminary pages ;

e) inclusion of indexes, lists of publishers' addresses etc ;

f) inclusion of ISBN, ISSN and key title.

For examples of decisions on layout see the resolutions of the Caribbean Regional Workshop. *15*

International standards already available which could be utilized are:

i) ISO R216–1961: *Trimmed sizes of writing paper and certain classes of printed matter.* *102*

ii) ISO R8–1955: *Layout of periodicals.* *103*

iii) ISO R18–1956: *Short contents list of periodicals or other documents.* *104*

iv) ISO 1086–1975: *Title leaves of a book.* *105*

v) ISO 3297–1975: *ISSN – International standard serial numbering.* *41*

4.2 ARRANGEMENT

At present there is no agreed standard for the arrangement of the bibliographic records contained in the issues of the printed national bibliography, and, taking

into consideration differences in materials recorded, languages and scripts, no one standard can be contemplated. There are, however, certain patterns of arrangement:

a) alphabetical arrangement by author or title headings (see para 4.2.1) ;

b) subject arrangement according to classification scheme or grouped by subject headings ;

c) inclusion of all types of material in one sequence ;

or separate sequences within one issue for different types of material ;

or separate published issues for different types of material ;

d) inclusion of two or more languages in one sequence ;

or separate sequences for each language ;

e) inclusion of two or more scripts in one sequence (with transliterated author and title headings) ;

or separate sequences for each script;

or romanization of all scripts.

Further analysis of these patterns will be made as part of the survey under way by Cheffins (see para 1 (a)). From this survey, evidence may emerge which will suggest a preferred method for particular types of national imprint.

4.2.1 Alphabetical filing

At present there are various national rules for filing which may be separate but complementary to national cataloguing rules or which may form part of a national cataloguing code (for example, RAK). The introduction of machine-readable cataloguing has brought a demand for revision of existing national rules in order to assess the computer's requirements and to formulate international rules for exchange of records, easing interfiling and record access.

Project under way:

ISO/TC46 SC4 WG3, Bibliographic filing arrangement, has prepared a set of principles for bibliographic filing. Completion of the Working Group's task is urgently awaited.

4.2.2 Ancillary aid in arranging entries under author headings:

The arrangement of entries for complex material under headings for personal authors ***106***

This scheme is designed particularly to suit the needs of large libraries for organizing entries for authors whose literary output is large or whose works appear in many editions and translations.

4.3 FREQUENCY

At present there is no accepted standard for the frequency of issues of the printed national bibliography, and variations in the size of national imprints suggest that no one standard can be applied. For the future, however, a minimum standard of four issues per year (quarterly issues) may be considered acceptable.

5 LEGAL DEPOSIT

In many countries the availability of material in national library collections and in the national bibliography is dependent on its deposit by publishers or printers in accordance with specific laws or statutes.

At present many of the legal deposit stipulations are out of date and do not include provision for materials other than the traditional. Recent revision of such laws in some countries has widened the scope of materials now available for inclusion in national library collections and in the national bibliography. In some instances account has also been taken of new instruments of bibliographic control : for example, in Spain, the allocation of ISBNs (see para 2.7.1) is part of the deposit regulations.

It is anticipated that Dr. Pomassl's survey of legal deposit laws (see para 1 (b)), in analysing the existing situation, will include recommendations for possible model deposit laws which could have relevance to different national imprints.

6 CATALOGUING IN PUBLICATION (CIP)

At present a number of national cataloguing-in-publication schemes are in operation, and others are planned. A survey of schemes current in 1974 was carried out by L.R. Swindley, National Library of Australia, under an IFLA/Unesco contract and is now available from Unesco. For further reports on national schemes, see also issues of *International cataloguing*. 4

An international meeting on CIP for representatives of countries currently engaged on CIP programmes, or planning to start such programmes, is being sponsored by Library of Congress, to be held in September 1976.

PART II SOURCES AND REFERENCES

A full bibliographic citation is given wherever possible, including price if known. A list of addresses is given here of some of the organizations appearing most frequently in this list.

ALA — American Library Association,
50 East Huron Street,
Chicago,
Illinois 60611,
USA

CLA — Canadian Library Association,
151 Sparks Street,
Ottawa,
Ontario K1P 5E3,
Canada

IFLA UBC — IFLA International Office for UBC,
c/o Reference Division,
The British Library,
Great Russell Street,
London, WC1B 3DG,
United Kingdom

ISO — International Organization for Standardization,
1 rue de Varembé,
Case Postale 56,
1211 Geneva 20,
Switzerland

ISO/TC46 — International Organization for Standardization,
Technical Committee 46 - Documentation,
Deutsches Institut für Normung e.v.,
Burggrafenstrasse 4-7,
1 Berlin 30,
Federal Republic of Germany

LA — Library Association,
7 Ridgmount Street,
London, WC1E 7AE,
United Kingdom

Unesco — United Nations Educational, Scientific and Cultural Organization,
7 Place de Fontenoy,
75700 Paris,
France

A Sources used in the preparation of the outline

Universal Bibliographic Control – A long term policy, a plan for action / by Dorothy Anderson. – Pullach bei München : Verlag Dokumentation, 1974. – 87p. : 21 cm
ISBN 3-7940-4420-7 pbk : DM 16.80 *1*

Available from: Verlag Dokumentation Saur KG, Pössenbacher Strasse 2, Postfach 71 1009, 8000 München 71, Federal Republic of Germany

Blum, Fred. "International library standards update: ISO Technical Committee 46". *Library resources and technical services*, 18 (4) Fall 1974, pp. 325 – 353. *2*

Information systems : their interconnection and compatibility : proceedings of a symposium on information systems : connection and compatibility / organized by the International Atomic Energy Agency ... held in Varna, Bulgaria, 30 September – 3 October 1974. – Vienna : International Atomic Energy Agency, 1975. – 470p. ; 24 cm. – (IAEA STI/PUB/379). – ISBN 92-0-070075-6 pbk : $US 28.00 (AS 480. – ; £12.00 ; F.Fr. 122 ; DM66. –) *3*

Available from: IAEA, Kärtner Ring 11, P.O. Box 590, A-1011 Vienna, Austria

International cataloguing. Quarterly bulletin of the IFLA Committee on Cataloguing. – London : IFLA Committee on Cataloguing, Jan./Mar. 1972 (vol. 1, no. 1) – . – 30 cm
Quarterly
ISSN 0047 – 0635 : £3.00 per annum *4*

Available from: Journals Division, Longman Group Limited, 43/45 Annandale Street, Edinburgh EH7 4AT, Scotland

Annual report, 1974 / ISO/TC46. – Berlin : International Organization for Standardization, Technical Committee 46, 1975. – various pagings ; 30 cm
Unpriced *5*

Available from: ISO/TC46

News about TC 46, February 1976. – Berlin : ISO/TC46. *6*

Available from: ISO/TC46

Comparative survey of existing national bibliographies / by Gerhard Pomassl. – Paris : Unesco, 1975. – vi, 127p. ; 30 cm. – (COM.75/WS/7)
Unpriced *7*

Available from: Unesco

Synoptic tables concerning the current national bibliographies / compiled by Gerhard Pomassl and a working group of the Deutsche Bücherei. – [2nd rev. ed.]. – Berlin (DDR-104, Hermann-Matern-Strasse 57) : Bibliotheksverband der Deutschen Demokratischen Republik ; Leipzig : Deutsche Bücherei, 1975. – 25p. folding out ; 36 cm
25.00 Marks *8*

A survey of existing systems and current proposals for the cataloguing and description of non-book materials collected by libraries, with preliminary suggestions for their international co-ordination / by C.P. Ravilious. – Paris : Unesco, 1975. – 132p. ; 30 cm. – (COM.75/WS/5)
Unpriced – Limited distribution *9*

Available from: Unesco

Bibliography on the preparation and presentation of documents containing scientific or technical information / by J. Christopher Rigg. – Paris : Unesco, 1974. – 183p. ; 30 cm (S.C. 74/WS/21) *10*
Unpriced

Available from: Unesco

UNISIST newsletter. – Paris : Unesco Division of Scientific and Technological Information, 1973 (no. 1) – . – 30 cm *11*
Quarterly
ISSN 0300-2519 : free

Available from: Unesco

International standardization of library and documentation techniques / [Prepared under contract between Unesco and FID by FID Hungarian National Committee ; chairman Gabor Barta ; revised by F.W. Torrington and F.L. Schick]. – Paris : Unesco, 1972. – iii, 241, [41]p. ; 30 cm. - (COM/WS/257) *12*
Unpriced – limited distribution

Available from: Unesco

FID news bulletin. – The Hague : International Federation for Documentation, 1960 – . – 30 cm *13*
Monthly
ISSN 0014-5874 : DF 40.00 per annum

Available from: FID, 7 Hofweg, The Hague, Netherlands

Two items, from Czechoslovakia and the USSR, include useful lists of bibliographic standards:

Normy z oblasti knihovnicta, bibliografie a dokumentacie / zostavili Ivo Prokop [a] Vera Vanickova. – Bratislava : Slovenska Technicka Kniznica, 1973. – 160p.

Standart' i rekomendatsii v informatsionnoi dliatel'nosti : spravochnik / Mezhdunarodnyj Tsentr Nauchnoj i Tekhnichescoj Informatsii. – Moskva : 1975. – 268p.

B References contained in the outline

IFLA General Council Meeting, 39th, Grenoble, 1973. Various papers on UBC presented at the Meeting including the following paper:

Line, Maurice B., "Inclusion of materials in current national bibliographies". *Libri*, 24(1), 1974, pp. 78 – 86. *14*

[Proceedings] / Regional Workshop on National Bibliographies of the English-speaking Caribbean, Georgetown, Guyana, November 25 – 29, 1974. – Georgetown : [CARICOM]. *15*
Resolutions. – 1974. – 4p. ; 28 cm
Policy statement of format and content of national bibliographies. – 1974. – 5,3p. ; 28 cm
These are discussed in : McMurdoch, Agnes, "Regional Workshop on national bibliographies of the English-speaking Caribbean". *Unesco bulletin for libraries*, 29(3), May/June 1975, pp. 148–150.

[Proceedings] / Conference on Universal Bibliographic Control in Southeast Asia, Regional English Language Centre, Singapore, 21 – 23 February 1975. – Singapore : Library Association of Singapore and Persatuan Perpustakaan Malaysia.
Recommendations. – 1975. – [9]p. ; 30 cm
$S13.00 *16*

Available from: Library Association of Singapore,
c/o National Library, Stamford Road, Singapore 6

Anglo-American cataloguing rules / Prepared by the American Library Association : The Library of Congress ; The Library Association, and the Canadian Library Association. – British text. – London : Library Association, 1967. – xxiv, 327p. ; 30 cm
ISBN 085365-310-0 pbk : £3.00 *17*

Anglo-American cataloguing rules / Prepared by the American Library Association [et al.]. – British text. – London : Library Association.
Chapter 6 revised (including a revision of Appendix V). – 1974. – 32p. ; 30 cm
ISBN 0-85365-3178 pbk : £1.00 *18*

Anglo-American cataloging rules / Prepared by the American Library Association ; The Library of Congress ; The Library Association, and the Canadian Library Association. – North American text. – Chicago : American Library Association, 1967. – xxi, 400p. ; 26 cm
ISBN 0 8389-3011-5 cloth : $US 10.00. ISBN 0 8389-3119-7 pbk : $US 5.00 *19*

Anglo-American cataloging rules / Prepared by the American Library Association [et al.]. – North American text. – Chicago : American Library Association.
Chapter 6, Separately Published Monographs, incorporating
Chapter 9, Photographic and other reproductions. – [Rev. ed.]. – 1974. – vi, 122p. ; 23 cm
ISBN 0 8389-3156-1 pbk : $US 2.50 *20*

Anglo-American cataloging rules / Prepared by the American Library Association [et al.]. – North American text. – Chicago : American Library Association.
Chapter 12 revised, Audiovisual media and special instructional materials. – 1975. – viii, 56p. ; 23 cm
ISBN 0-8389-3174-X pbk *21*

Anglo-American cataloguing rules amendment bulletin. – London : Library Association, Jan. 1970 (no. 1) – . – 30 cm
Free to AACR subscribers *22*

17, 18, 22 available from: LA

19–21, 22 available from: ALA ; CLA

See also *28* for draft of revision for part III of the British text.

Regeln für die alphabetische Katalogisierung / Verein Deutscher Bibliothekare, Kommission für alphabetische Katalogisierung. – München : Verein Deutscher Bibliothekare, 1969 – – 30 cm
Preprints
Unpriced *23*

Available from: Katalogabteilung, Bayerische Staatsbibliothek, Ludwigstrasse 16,
8 München 34, Federal Republic of Germany

Edinye pravila opisanii proizvedenii pechati dlia bibliotechnykh katalogov / Mezhduredomstvennaya Katalogizatsionnaya Komissiya pri Gosudarstvennoi Biblioteka SSSR im V.I. Lenina. – Moskva : Kniga. *24*

Chast' 1, no. 1 : Description of books. – 2nd ed. – 1960.

Chast' 2 : Entries for periodical publications. – 1966.

Chast' 3 : Opisaniia kartograficheskikh iehdanij. 2-ye iehdanij, ispravlennoj dopolnennoj. – 1970.

Chast' 4 : Entries for music and sound recordings. – 2nd ed. – 1963.

Chast' 5 : Entries for printed drawings. – 1967.

Chast' 6 : Special types of technical publications. – 1969.

Chast' 7 : Entries for sound recordings and audio-visual material. – 1968.

Chast' 8 : Entries for leaflets of socio-political content. – 1969.

Note: Transliterated citations of all parts comprising *Uniform rules for the entry of printed matter in library catalogues* were not available. Translated titles are therefore provided.

Available from: USSR Cataloguing Committee,
Lenin State Library, Moscow G19, USSR

Code international de catalogage de la musique / Association Internationale des Bibliothèques Musicales. – Frankfurt am Main : Peters. *25*

Vol. 1 : Der Autoren-Katalog der Musikdrucke / Franz Grasberger = The author – catalog of published music / Franz Grasberger ; Translation by Virginia Cunningham. – 1957. – 48p. ; 29 cm

Vol. 2 : Code restreint / Rédigé par Yvette Fedoroff = Limited code / compiled by Yvette Fedoroff = Kurzgefasste Anleitung / herausgegeben von Yvette Fedoroff ; Übersetzung von Simone Wallon, translation by Virginia Cunningham. – 1961. – 54p. ; 23 cm
Parallel text in French with English and German translation

Vol. 3 : Rules for full cataloging / Compiled by Virginia Cunningham. – 1971. – 116p. ; 29 cm
Text in English, French and German

Vol. 4 : Code de catalogage des manuscrits

Vol. 5 : Regeln zur alphabetischen Katalogisierung von Tonträgern / bearbeitet von Simone Wallon unter Mitwirkung von Yvette Fedoroff [et al.]. – 1972. – Zweite deutsche Fassung als Manuskript vervielfältigt

Available from: Cataloguing Code Commission,
International Association of Music Libraries,
Bayerische Staatsbibliothek, Ludwigstrasse 16,
8 München 34, Federal Republic of Germany

26

Manual on film cataloguing / Fédération Internationale des Archives du Film. – Draft. – Brussels : FIAF, 1973. *26*
Unpriced

Available from: FIAF Cataloguing Commission,
74 Galerie Ravenstein, 1000 Brussels, Belgium

International rules for the cataloguing of educational, scientific and cultural films and filmstrips / [Unesco]. – Paris : [s.n.], 1956. *27*
Unpriced
Originally initiated by the Film Board of Canada, and the Canadian Film Institute.

Non-book materials cataloguing rules: integrated code of practice and draft revision of the Anglo-American cataloguing rules, British text, part III / prepared by the Library Association Media Cataloguing Rules Committee. – London : National Council for Educational Technology with the Library Association, 1973. – vi, 129p. ; 21 cm. – (NCET Working Paper ; No. 11) *28*
ISBN 0 902204 22 x pbk : £0.90

Available from: LA

See also *17*, *18* for other British texts of AACR.

Non-book materials: the organization of integrated collections / Jean Riddle Weihs [et al.] in consultation with the CLA/ALA/AECT/EMAC/CAML Advisory Committee on the Cataloguing of Nonbook Materials. – Ottowa : Canadian Library Association, 1973. – 108p. ; 30 cm *29*
ISBN 0-8389-3144-8 cloth : $US 7.00

Available from: CLA ; ALA

Regeln für die alphabetische Katalogisierung von audio-visuellen Informationsträgern / Arbeitstelle für das Büchereiwesen, Kommission für audio-visuelle Medien. – [Draft]. – Berlin : Arbeitstelle für das Bibliothekswesen, 1972. *30*

Available from: Sekretariat für Auslandsangelegenheiten,
Arbeitstelle für das Büchereiwesen,
Fehrbelliner Platz 3,
1 Berlin 31, Federal Republic of Germany

International Conference on Cataloguing Principles, Paris, 9th–18th October, 1961 : Report / [edited by A.H. Chaplin and Dorothy Anderson]. – London : Clive Bingley on behalf of IFLA, 1969. – viii, 293p. ; 22 cm *31*
Reprinted from the original published in 1963 by the Organizing Committee of the ICCP.
SBN 85157 081 X cloth : £4.50

Available from: Clive Bingley, 16 Pembridge Road, London, W 11, United Kingdom

Statement of Principles, adopted at the International Conference on Cataloguing Principles, Paris, October, 1961 ; annotated edition with commentary and examples / by Eva Verona ; assisted by Franz-Georg Kaltwasser, P.R. Lewis, Roger Pierrot. – *32*
Definitive edition. – London : IFLA Committee on Cataloguing, 1971. – xviii, 119p. ; 25 cm
ISBN 0-903043.00-9 : $US 6.00

Available from: CLA

Corporate headings : their use in library catalogues and national bibliographies : a comparative and critical study / by Eva Verona. – London : IFLA Committee on Cataloguing, 1975. – xiv, 224p. ; 25 cm
ISBN 0-903043-05-X pbk : £8.00 ($US18.00 in North America) *33*

Available from: IFLA UBC ; CLA

Names of persons : national usages for entry in catalogues / compiled by A.H. Chaplin. – Definitive edition / edited by A.H. Chaplin and Dorothy Anderson. – Sevenoaks, Kent : IFLA, 1967. – ix, 57p. ; 21 cm. – (IFLA International Manuals = FIAB Manuels Internationaux ; no. 2)
pbk £1.50 *34*

Available from: IFLA UBC

Liste internationale de formes approuvées pour le catalogage des noms d'états / édité par Suzanne Honoré = International list of approved forms for catalogue entries for the names of states / compiled by Suzanne Honoré. – Provisional edition. – Paris : [s.n.], 1964. – v, 53p. ; 20 cm x 30 cm
Out of print *35*

Liste internationale de vedettes uniformes pour les classiques anonymes / édité par Roger Pierrot = International list of uniform headings for anonymous classics / compiled by Roger Pierrot. – Provisional edition. – Paris : [s.n.], 1964. – viii, 120p. ; 20 cm x 30 cm
Out of print *36*

List of uniform headings for higher legislative and ministerial bodies in European countries / compiled by the USSR Cataloguing Committee. – London : IFLA Committee on Cataloguing, 1975. – xii, 41p. ; 30 cm
ISBN 0-903043-04-1 pbk : £5.00 ($US12.00 in North America) *37*

Available from: IFLA UBC ; CLA

List of uniform titles for liturgical works of the Latin rites of the Catholic Church / Recommended by the Working Group on Uniform Headings for Liturgical Works set up by the IFLA Committee on Cataloguing. – London : IFLA Committee on Cataloguing, 1975. – x, 14p. ; 30 cm
ISBN 0-903043-07-6 pbk : £2.50 ($US6.50 in North America) *38*

Available from: IFLA UBC ; CLA

ISBD(M) - International standard bibliographic description for monographic publications / International Federation of Library Associations. – 1st standard ed. – London : IFLA Committee on Cataloguing, 1974. – x, 36p. ; 30 cm
ISBN 0-903043-02-5 pbk : £2.00 ($US5.00 in North America) *39*

Available from: IFLA UBC ; CLA

Abbreviations of typical words in bibliographical references / International Organization for Standardization = Abréviations des mots typiques dans les références bibliographiques / Organisation Internationale de Normalisation. – [Geneva]: ISO, 1975. – 46p. ; 30 cm. – (ISO Standard : 832)
46 Sw francs
Also available in Russian. *40*

Available from: National ISO Agencies or ISO in Geneva

ISBD(S) – International standard bibliographic description for serials / Recommended by the Joint Working Group on the International Standard ... set up by the IFLA Committee on Cataloguing and the IFLA Committee on Serial Publications. – London : IFLA Committee on Cataloguing, 1974. – x, 36p. ; 30 cm
ISBN 0-903043-03-3 pbk : £2.00 ($US5.00 in North America) *41*

Available from: IFLA UBC ; CLA

Guidelines for ISDS / Prepared by the International Centre for the Registration of Serial Publications ; UNISIST International Serials Data System. – Paris : Unesco, 1973. – iii, 58p. ; 27 cm. – (UNISIST [Publication]; SC/WS/538) *42*

Available from: Unesco

Patents – bibliographic references – essential and complementary elements / International Organization for Standardization. – [Berlin]: ISO/TC46, 1974. – 7,1p. ; 30 cm. – (Draft International Standard ; DIS3388) *43*

Documentation – bibliographical references – essential and supplementary elements / International Organization for Standardization. – [Geneva]: ISO, 1975. – 8p ; 30 cm. – (ISO Standard ; 690)
12 Sw francs *44*

Documentation – international code for the abbreviation of titles of periodicals / International Organization for Standardization. – [Geneva]: ISO, 1972. – iii, 4p. ; 30 cm. – (ISO Standard ; 4)
6 Sw francs *45*

Documentation – international list of periodical title word abbreviations / International Organization for Standardization = Liste internationale d'abréviations de mots dans le titres de périodiques / Organisation Internationale de Normalisation. – [Geneva] : ISO, 1974. – 38p. ; 30 cm. – (ISO Standard ; 833)
38 Sw francs *46*

Bibliographical strip / International Organization for Standardization. – [Geneva] : ISO, 1956. – 4p. ; 30 cm. – (ISO Recommendation ; R30)
6 Sw francs
Also available in French and Russian *47*

44 – 47 available from: National ISO Agencies or ISO Geneva

Guidelines for the coded bibliographic strip for serial publications / UNISIST, ICSU AB, ISDS. – Paris : Unesco and ISCU AB, 1975. – 14p. ; 25 cm
$US5.00 *48*

Available from: ICSU AB, 17 Rue Mirabeau, 75016 Paris, France

International list of periodical title word abbreviations / Prepared for the UNISIST/ICSU AB Working Group of Bibliographic Descriptions ; Based on the American National Standards Institute, Standards Committee Z39, National Clearinghouse for Periodical Title Word Abbreviations Word-Abbreviation List. – [Paris] : ICSU-AB, 1970. – iv, 39p. ; 28 cm
$US4.50 *49*

Available from: ICSU AB, 17 Rue Mirabeau, 75016 Paris, France.

Dewey Decimal Classification and relative index / Devised by Melvil Dewey. – 18th edition. – New York : Forest Press Inc. of Lake Placid Club Education Foundation, 1971. – 3 vols. ; 26 cm
ISBN 0-918608-10-5 vol. 1 : $US15.00. ISBN 0-91608-11-3 vol. 2 : $US15.00. ISBN 0-910608-12-1 vol. 3 : $US15.00 *50*

Available from: Forest Press Inc., Lake Placid Club, New York 12946, USA

Dewey Decimal Classification additions, notes, and decisions. – Albany, N.Y. : Forest Press Inc., 1971 – . – 25 cm
Free to DDC subscribers *51*

Universal decimal classification / British Standards Institution. – 2nd English full edition. – London : BSI, 1943 – . – several parts ; 30 cm. – (British Standard : BS1000). (FID Publication ; 483) *52*

Available from: National standards agencies, or FID, in English, French, German, Czech, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Serbo-Croat, and Spanish editions.

The 4th international edition available concurrently bears FID publication no. 179 as well as British Standard no. BS1000 on the English editions. Abridged, Basic Medium, Medium, Full and Special editions are available, and various Guides and Introductions are published in additional languages. See FID *Publications catalogue*, 1975 (ISSN 0538-7302) for details.

Extensions and corrections to the UDC. – The Hague : FID, 1951 – . – 30 cm *53*
ISSN 0014-5424 : Dutch florins 140 per annum

Available from: National standards agencies or:
International Federation for Documentation,
7 Hofweg, The Hague, Netherlands

Bibliotechno – bibliograficheskaia klassifikatsia / Gosudarstvennaya Ordena Lenina Biblioteka SSSR imeni v.I. Lenina. – Moskva : Kniga, 1960 – . – several vols. ; 22 cm *54*
Issued in various editions according to subject volume

Available from: See *24*

Classification / Subject Cataloging Division, Processing Department, Library of Congress. – Washington DC : Library of Congress, 1909 – . – several parts ; 26 cm *55*
Various volumes and editions, and cumulations issued for classes A – Z

LC Classification – additions and changes. – Washington DC : Subject Cataloging Division, Processing Department, Library of Congress, 1954 – . – 26 cm *56*
Quarterly
ISSN 0041-7912

Library of Congress subject headings / Library of Congress Subject Cataloging Division. – 8th ed. – . – Washington DC : Library of Congress, 1974 *57*
ISBN 0-8444-0101-3

Supplement to LC Subject Headings. Quarterly cumulative supplement to the 8th edition. – Washington DC : Subject Cataloging Division, Processing Department, Library of Congress, 1974 (1973) – . – 23 cm
ISBN 0-8444-0100-5 : $US 35.00 per annum *58*

55–58 available from: Cataloging Distribution Service Division, Library of Congress, Building 159, Navy Yard Annex, Washington DC 20541, USA

Documentation – guidelines for the establishment and development of monolingual thesauri / International Organization for Standardization. – [Geneva]: ISO, 1974. – 13p. ; 30 cm. – (ISO Standard ; 2788)
19.50 Sw francs *59*

Available from: National ISO Agencies or ISO Geneva

PRECIS: a manual of concept analysis and subject indexing / by Derek Austin. – London : Council of the British National Bibliography, 1974. – x, 551p. ; 30 cm
ISBN 0-900220-42-2 cloth : £7.00 *60*

Available from: Bibliographic Services Division, British Library, Store Street, London, WC1E 7DG, United Kingdom

Documentation – index of a publication / International Organization for Standardization. – [Geneva]: ISO, 1975. – 2p. ; 30 cm. – (ISO Standard ; 999) *61*

Available from: National ISO Agencies for ISO Geneva

Basic criteria for indexes / American National Standards Institute. – New York : ANSI, 1968. – (ANSI Standard ; Z39.4)
$US3.25 *62*

Available from: ANSI, 1430 Broadway, New York, N.Y. 10018, USA

Recommendations for the preparation of indexes for books, periodicals and other publications / British Standards Institution. – London : BSI, 1964. – 32p. – (British Standard ; BS 3700)
SBN 580 03766 5 : £2.00 *63*

Alphabetical arrangement and filing order of numerals and symbols / British Standards Institution. – London : BSI, 1969. – 16p. – (British Standard ; BS 1749)
SBN 580 05620 1 : £1.35 *64*

Available from: British Standards Institution, 2 Park Street, London, W1A 2BS, United Kingdom

Documentation – international standard book numbering (ISBN) / International Organization for Standardization. – [Geneva] : ISO, 1972. – 2p. ; 30 cm. – (ISO Standard ; 2108)
3 Sw francs *65*

Available from: National ISO Agencies or ISO Geneva

Documentation – international standard serial numbering (ISSN) / International Organization for Standardization. – [Geneva] : ISO, 1975. – 4p. ; 30 cm. – (ISO Standard ; 3297)
6 Sw francs *66*

Available from: National ISO Agencies or ISO Geneva

Bulletin de l'ISDS = ISDS Bulletin. – Paris : Centre international d'enregistrement des publications en série, 1974 (vol. 1, no. 1) – . – 30 cm
Bi-monthly
ISSN 0300-3000 : unpriced *67*

Available from: CIEPS, 20 Rue Bachaumont, 75002 Paris, France

Technical report number STRN / American National Standards Institute. – New York : ANSI, 1974. – 8p. – (ANSI Standard ; Z39.23 – 1974) *68*

Available from: See *62*

Code for the representation of names of countries / International Organization for Standardization. – [Geneva] : ISO, 1974. – 22p. ; 30 cm. – (ISO Standard ; 3166)
22 Sw francs *69*

Symbols for languages, countries and authorities / International Organization for Standardization. – [Geneva] : ISO, 1967. – 15p. ; 30 cm. – (ISO Recommendation ; R639) *70*

International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. – 2nd ed. – [Geneva] : ISO, 1968. – 8p. ; 30 cm. – (ISO Recommendation ; R9)
9 Sw francs *71*

Transliteration of Hebrew / International Organization for Standardization. – [Geneva] : ISO, 1962. – 7p. ; 30 cm. – (ISO Recommendation ; R259)
7.50 Sw francs *72*

International system for the transliteration of Greek characters into Latin characters / International Organization for Standardization. – [Geneva] : ISO, 1968. – 7p. ; 30 cm. – (ISO Recommendation ; R843)
4.50 Sw francs *73*

International system for the transliteration of Arabic characters / International Organization for Standardization. – [Geneva] : ISO, 1961. – 8p. ; 30 cm. – (ISO Recommendation ; R233)
9 Sw francs *74*

69–74 available from: National ISO Agencies or ISO Geneva

Romanization of Japanese / International Organization for Standardization. – [Berlin] : ISO/TC 46, 1975. – 7,1p. ; 30 cm. – (ISO Draft International Standard ; DIS 3602) *75*

Transliteration of alphabets of non-Slavic language of the Soviet Union using Cyrillic characters / International Organization for Standardization. – [Berlin] : ISO/TC46, 1974. – 17, 1p. ; 30 cm. – (Draft International Standard ; DIS2805) *76*

Other romanization tables

Translittération Latine des caractères arabes (valable pour toutes les machines à imprimer) / Système Ahmed Lakhdar-Gazal. – Rabat : Centre national de documentation, 1973. – [5p]. *77*

Available in: AGRIS : guidelines for bibliographic description / by Maria Teresa Martinelli. – Rome : AGRIS Co-ordinating Centre, FAO, 1973. – various pagings.

The romanization of Chinese / British Standards Institution. – London : BSI, 1970. – 14p. ; 30 cm. – (Draft British Standard ; 70/33550) *78*

The romanization of Japanese / British Standards Institution. – London : BSI, 1972. – 16p. ; 30 cm. – (British Standard ; BS 4812) *79*
ISBN 0-580-07354-8 : £1.35

78 – 79 available from: British Standards Institution,
2 Park Street, London, W1A 2BS, United Kingdom

Documentation – formats for bibliographic information interchange on magnetic tape / International Organization for Standardization. – [Geneva] : ISO, 1973. – 4p. ; 30 cm. – (ISO Standard ; 2709) *80*
6 Sw francs

Extended Latin alphabet character set for bibliographic use / International Organization for Standardization. – [Berlin] : ISO/TC46, 1975. – 11p. ; 30 cm. – (Draft International Standard ; DIS 5426) *81*

Extended Cyrillic alphabet character set for bibliographic use / International Organization for Standardization. – [Berlin] : ISO/TC46, 1975. – 5p. ; 30 cm. – (Draft International Standard ; DIS 5427) *82*

Greek alphabet character set for bibliographic use / International Organization for Standardization. – [Berlin] : ISO/TC46, 1975. – 9p. ; 30 cm. – (Draft International Standard ; DIS 5428) *83*

Information processing interchange – representation of ordinal dates / International Organization for Standardization. – [Geneva] : ISO, 1973. – 2p. ; 30 cm. – (ISO Standard ; 2711) *84*
3 Sw francs

7 bit coded character set for information processing interchange / International Organization for Standardization. – [Geneva] : ISO, 1973. – 12p. ; 30 cm. – (ISO Standard ; 646) *85*
18 Sw francs

Coded extension techniques for use with the ISO 7-bit coded character set / International Organization for Standardization. – [Geneva] : ISO, 1973. – 23p. ; 30 cm. – (ISO Standard ; 2022) *86*
23 Sw francs

Magnetic tape labelling and file structure for information interchange / International Organization for Standardization. – [Geneva] : ISO, 1969. – 18p. ; 30 cm. – (ISO Recommendation ; R 1001) *87*
21 Sw francs

Information processing – flowchart symbols / International Organization for Standardization. – [Geneva] : ISO, 1973. – 3p. ; 30 cm. – (ISO Standard ; 1028) *88*
4.50 Sw francs

80 – 88 available from: National ISO Agencies or ISO Geneva

American national standard for bibliographic information interchange on magnetic tape / American National Standards Institute. – New York : ANSI, 1971. – 34p. – (ANSI Standard ; Z39.2 – 1971) *89*
$US 6.00

Available from: ANSI, 1430 Broadway, New York, N.Y. 10018, USA

MARC manuals used by the Library of Congress / Prepared by the Information Systems Office, Library of Congress. – 2nd ed. – Chicago : Information Science and Automation Division, American Library Association, 1970. – various pagings ; 28 cm *90*
ISBN 0-8359-3115-9 : $US 12.50

Available from: ALA

UK MARC manual / British Library, Bibliographic Services Division. – 1st standard ed. – London : British Library, Bibliographic Services Division, 1975. – iv, 117p. ; 30 cm *91*
ISBN 0-900220-47-3 pbk : unpriced

Available from: Bibliographic Services Division, British Library,
Store Street, London WC1E 7DG, United Kingdom

A draft DN/MARC (Danish MARC) format was issued in August 1971 and further work is continuing. *92*

Information available from: Forskningsbibliotekernes EDB – Kontor,
Anker Engelundsvej 1, Bygn. 101 B,
2800 Lyngby, Denmark

Canadian MARC communication format : monographs / Canadian MARC Office, Research and Planning Branch, National Library of Canada. – 2nd edition. – Ottawa : National Library of Canada, 1974. – various pagings ; 30 cm *93*
In English and French
Looseleaf binder : $C 4.75

Available from: Information Canada, 171 Slater Street, Ottawa, Canada

Australian MARC specification / National Library of Australia. – Canberra : National Library of Australia, 1973. – 83p. ; 30 cm *94*
ISBN 0-642-99014X pbk : $A 2.50

Available from: Sales and Subscription Unit, National Library of Australia,
Canberra A.C.T. 2600, Australia

INTERMARC(M) : format bibliographique d'échange pour les monographies : manuel / Groupe INTERMARC. – Paris : Groupe INTERMARC, 1975. – 1 vol. (various pagings) ; 24 cm *95*
ISBN 2-7177-1206-2 looseleaf binder : unpriced

Available from: Service des Ventes, Bibliothèque nationale,
58 Rue de Richelieu, 75002 Paris, France
and: Service éducatif, Bibliothèque royale Albert 1 er,
Boulevard de l'Empéreur 4, 1000 Bruxelles, Belgium

CALCO, a Portuguese format, has been developed by the Instituto Brazileiro de Bibliográfia e Documentação (IBBD), Av. General Justo 171, Rio de Janeiro, GB, Brazil. Its general use in Brazil was recommended at the Reunião de Especialistas para Implementação de NATIS no Brasil, Rio de Janeiro, 16 – 17 Julho, 1975. *96*

MARCAL is a multi-lingual format, sponsored by the Organization of American States, for Latin America and the Caribbean. However, at the Seminario Latinoamericano sobre Control y Adquisicion de Material Bibliografico (SAMBLA), 1st, Bogota, October 13 – 17, 1975, resolutions were made that a Bibliography of Latin America and Spain, co-ordinated in Spain and based on decentralized responsibility for bibliographic recording using the Spanish MARC format and CALCO, should be established in 1976. Unesco is sponsoring this development through CERLAL, Centro Regional para el Fomento del Libro en America Latina, Calle 70, No. 9 – 52, Bogota, Colombia. *97*

For information on the JAPAN/MARC system, see: *International cataloguing*, 3 (3), 1974, pp. 7 – 8. *98*

Maschinelles Austauschformat für Bibliotheken (MAB 1) / Deutsche Forschungsgemeinschaft, Bibliotheksausschuss, Unterausschuss für Datenverarbeitung. – Berlin : Arbeitsstelle für Bibliothekstechnik, 1973 – . – 30 cm
Looseleaf, regular updatings *99*

Available from: Bayerische Staatsbibliothek, Ludwigstrasse 16,
8 München 34, Federal Republic of Germany

UNIMARC : Universal MARC format / Prepared for discussion at the meeting of the IFLA Working Group on Content Designators, May 1976, Brussels. – [London] : [IFLA International Office for UBC], 1976. – 227p. ; 30 cm
Limited distribution *100*

Reference manual for machine-readable bibliographic descriptions / Prepared by the UNISIST/ICSU AB Working Group on Bibliographic Descriptions with the assistance of ICSU and ICSU AB member services ; compiled by M.D. Martin. – Paris : Unesco, 1974. – 71p. ; 30 cm. – (UNISIST [Publications] ; SC.74/WS/20)
Unpriced *101*

Available from: Unesco

Trimmed sizes of writing paper and certain classes of printed matter / International Organization for Standardization. – [Geneva] : ISO, 1961. – 6p. ; 30 cm. – (ISO Recommendation ; R 216)
9 Sw francs *102*

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